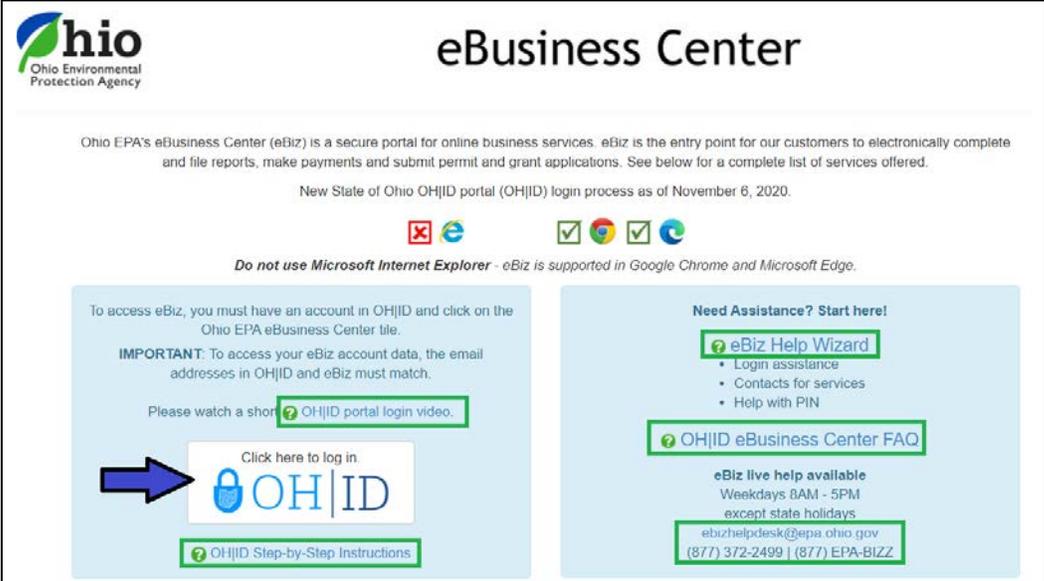


# Online Contractor Licensing Instructions

<p>Step 1</p>	<p>Click on eBusiness Center in the lower right corner of the webpage.</p>	
<p>Step 2</p>	<p>The <a href="#">login process</a> has changed as of 11/6/20. All eBusiness Center accounts must be tied to an OH ID account. <b>You will either have to create a new OH ID account or login to your existing OH ID account (if you already have one).</b> Then you can follow steps to sync your OH ID account with your old eBusiness Center account.</p> <p>Multiple <a href="#">help documents</a>, including a video, step-by-step instructions, a help wizard, FAQs, and email/phone #'s are available.</p>	

Step 2.1

Once you click on the OH|ID login button, proceed to either create a new OH|ID account or login into your existing account.

Follow the directions to link up your OH|ID account with your previous eBusiness Center account. (TIP: your new OH|ID account email address must match your previous eBusiness Center email address in order to link accounts)

OH|ID

### Log in with your OH|ID

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

Log In

[Get login help](#) | [Create an OH|ID account](#)



Step 3.2

Complete all required Security Questions.

### PIN Management in the eBusiness Center

#### Security Questions

Security questions must be established and will be used often in association with use of your assigned PIN. You must establish five security questions and answers, the use of which will be randomly rotated by the software.

**Security Questions**

The security questions you create should have answers that only you know. For example, you might enter, "childhood pet's name", "mother's nick name", "favorite middle school teacher's hobby", etc. The security question answer is the exact answer to each of the security questions you enter.

Both questions and answers are spelling and punctuation sensitive, but are not case sensitive. You can have mixed case or all lower or all upper case. The system will not lock you out if you change case later. However, whatever punctuation or spelling you use must be repeated exactly or you will be locked out.

Each security question and answer must be unique. For example, you can't enter the security question, "What was my favorite car?" more than once and you can't use the answer, "Corvette" more than once. Remember to create non-easily guessable questions. For example: "What high school did you attend?" may be guessable by someone who knows you. A better question might be: "Who was my favorite elementary school teacher?"

Keep any record of security questions and answers to those questions in a secure place separate from your Account-related information. Remember, the PIN and the security questions and answers represent your personal signature - keep it secret - keep it safe.

Security Question 1

Security question 1 is required

Security Answer 1

Security Question 2

Security Answer 2

Once your security questions have been created you must determine if you would like to verify your identity using an online service or by submitting a hard copy form.

Step 3.3

You must decide if you want to have your identity verified online or through the hardcopy notarized identity verification process. Complete either the Online Identity Verification process or see Step 3.4 for the hardcopy notarized identity verification process.

#### Online Identity Verification: Safe & Secure (Recommended and Immediate Option)

Ohio EPA has partnered with LexisNexis to provide an online verification service to customers. If successful, this reduces the time it takes a user to be authenticated and receive PIN issuance; once verification is received a PIN will be generated in the same session. The system will utilize the PIN Holder Information provided along with a date of birth and the last four digits of his/her social security number. To initiate this process, follow the instructions on the screen to acknowledge you have read all of the information provided on the screens and click the "Verify Identity" button. **The system will allow three attempts to use the online verification. Please make sure you have followed the instructions for PIN Holder Information to experience a greater probability of success.** If the service is not able to do so after three attempts, the hardcopy process must be used.

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify your identity through the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "Request Hardcopy PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized hardcopy form to be mailed to Ohio EPA. Your PIN will be processed and you will receive email instructions on viewing and activating your PIN.

Date of Birth (mm/dd/yyyy):

Last Four Digits of Your Social Security Number:

I have reviewed the above information and would like to proceed with LexisNexis identity verification.

Once successful, the following message will be displayed and an email will be sent to you providing instructions on how to view your PIN. If the verification is not successful an error message will appear allowing you to adjust the PIN holder information and try again for a total of three attempts. If verification is not successful after those attempts, proceed to the hardcopy notarized identity verification.

Your PIN Request has been approved.

**Congratulations -**  
Your PIN request has been Approved and is ready for Activation.

To Activate your PIN, follow the instructions below:

Select the "Continue..." button below to return to the eBusiness Center home page and follow these instructions:

1. On the eBusiness Center Home Page, select the "My Account" menu
2. Click on the "View PIN" link to access your PIN (you will need to answer a security question before viewing your PIN) and record the PIN in a safe location. Once you have the PIN, select the "Continue..." button to return to the eBusiness Center home page.
3. Again, select the "My Account" menu and click on the "Activate PIN" link. You will be prompted to enter your case sensitive PIN and to provide the answer to one of the five PIN security questions you created when first requesting a PIN. Upon providing the correct answer, you will be informed that your PIN is activated. An email confirming that your PIN has been activated will be sent to the email account you specified in your PIN request.

**Getting Help**  
If you do not receive the email notification with your PIN or are experiencing other problems, please contact us at (877) 372-2459 (1-877-EPA-BIZ), select Option 2 for Assistance.

Step 3.4

See screenshot for Hardcopy Notarized Identity Verification Process.

If you need assistance with creating your PIN, please see the contact information at the bottom of this screenshot.

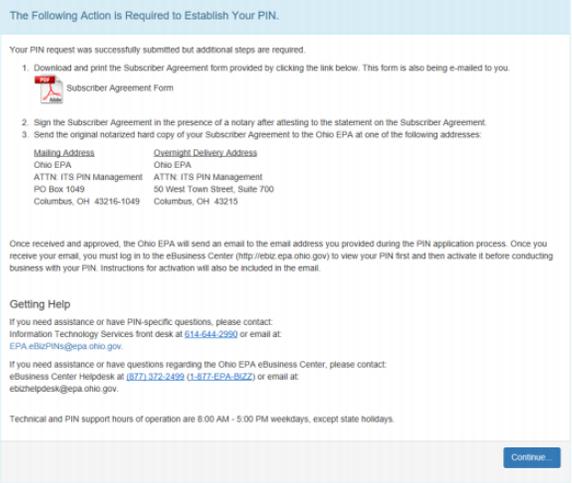
### PIN Management in the eBusiness Center

[Hardcopy Notarized Identity Verification](#)

As indicated on the screen, the hardcopy process will take longer than online verification and involves printing a subscriber agreement form which must be signed in the presence of a notary. There are options to expedite this process by sending the request via express mail. Instructions are provided on the screen as shown below. In order to begin the process select the check box and click the "Request Hardcopy PIN" button.



In order to complete the hardcopy process, a Subscriber Agreement Form must be printed, completed, and signed in front of a notary. Once that is done the form must be sent to Ohio EPA at the address provided.



Step 3.5

Viewing your created PIN.

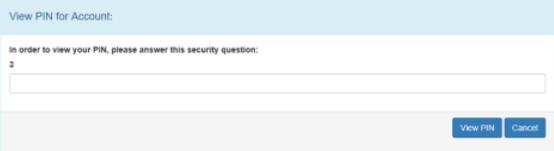
### PIN Management in the eBusiness Center

[Viewing a PIN](#)

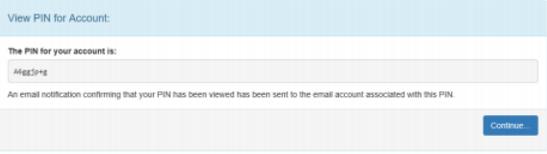
Whether your identity verification was successful via the online or hardcopy process, an email will be sent to the email provided in the PIN holder information area. You do not need to receive the email in order to view the PIN, however it will prompt you to do so once it is available. To view the PIN, select "View PIN" under the "My Account" menu as shown below.



In order to view a PIN you will be prompted to answer one of your established security questions. Answer the PIN question you are presented and click the "View PIN" button.



The PIN will be displayed on the screen and a notification will be emailed to the PIN holder email with notification that the PIN has been viewed. **The security of this PIN must be protected and it should not be shared with anyone else. It represents your personal signature.**



Step 3.6

Activate your PIN. Once your PIN is activated then you may begin using it as required in the eBusiness Center. You will need your PIN during the E-Check payment process for an application payment.

**PIN Management in the eBusiness Center**

**Activate a PIN**

The final step that must be taken in order to use a PIN in the eBusiness Center is to activate it. You can accomplish this by selecting "Activate PIN" from the "My Account" menu. You must enter your PIN and answer a security question. Upon completion click the "Submit" button.

PIN Activation for Account: TJefferon

Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question.

I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.

I have read and agree with the above statement.

PIN:

Please answer this security question:

1

Submit Cancel

As soon as a PIN is activated you may begin using it as required in the eBusiness Center.

PIN Activation Complete

Your PIN was successfully activated. You will also receive an email notification.

Continue...

**Contact**

For more information about acquiring a PIN, contact Information Technology Services at [EPA.eBizPINS@epa.ohio.gov](mailto:EPA.eBizPINS@epa.ohio.gov) or (614) 644-2990. If you have eBusiness Center questions, please contact the eBusiness Center Helpdesk at [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov) or 1-877-EPA-BIZZ (1-877-372-2499).

Step 4

Creating an initial or renewal asbestos contractor license select "Asbestos Services".

Ohio Environmental Protection Agency

# eBusiness Center

eBusiness Home My Account Audit Service Admin

Welcome to the Ohio EPA eBusiness Center

Service	
<a href="#">Air Services</a>	
<b><a href="#">Asbestos Services</a></b>	
<a href="#">Conference and Events Registration</a>	
<a href="#">Division of Surface Water Credible Data</a>	
<a href="#">Division of Surface Water NPDES Permit Applications (STREAMS)</a>	
<a href="#">DMWM Compliance</a>	
<a href="#">DMWM License and Registration Service</a>	
<a href="#">DMWM Solid Waste/C&amp;DD Disposal Fees (Submit Report)</a>	
<a href="#">DSW 401 Certification and Isolated Wetlands Permit</a>	
<a href="#">e-Discharge Monitoring Reports (eDMR)</a>	
<a href="#">e-Drinking Water Reports</a>	

Step 5

For asbestos contractor initial and renewal applications select the "Contractor License" button.

ASBESTOS Welcome Josh Services Project Notification Contractor License Individual

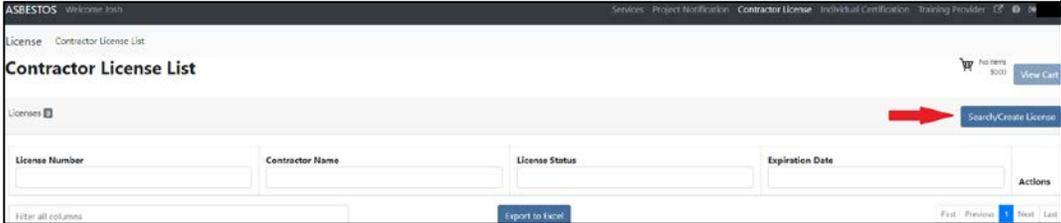
## Asbestos Services

Project Notification	Manage your Demolition and/or Renovation/Abatement Notifications
<b>Contractor License</b>	Manage your Asbestos Contractor Licenses
Individual Certification	Manage your Asbestos Certifications
Training Provider	Manage your Asbestos Training Programs and Training Notifications

Step 6

Select the “Search/Create Certification” button on the right-hand side of the screen.

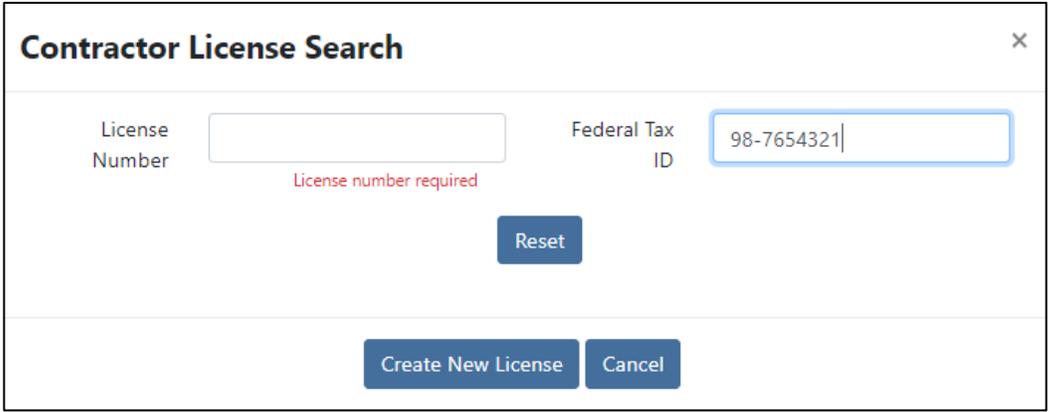
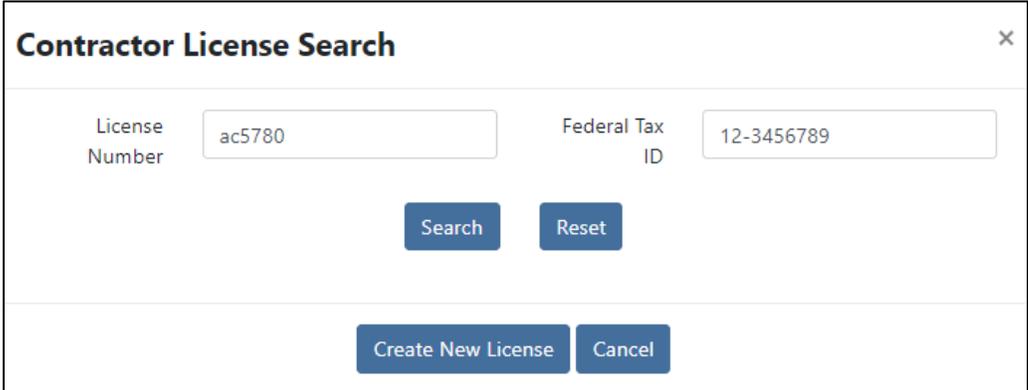
Note: This page will also serve as your main page to keep track of all your submitted Contractor applications and licenses.



Step 7

Enter both the License Number and Federal Tax ID number in the fields to search for an existing license and click the Search button. If your existing license is found proceed to Step 7.1.

If your company does not have an existing license, enter just the Federal Tax ID number and select the “Create New License” button and proceed to Step 8.



Step 7.1

If the contractor has an existing contractor license and you want to add it to your list, renew or view it, you can select the license, click on “Saved Selected License”. This will add/connect the license to your specific login. This will allow you to renew, edit, view, and download applications and documents from your license.

### Contractor License Search

License Number

ac6100

Federal Tax ID

99-9999999

Search

Reset

Licenses 1

	License#	Fed Tax Id	Name
<input type="checkbox"/>			
<input type="checkbox"/>	AC6100	999999999	Asbestos Test

Filter all columns

First Previous 1 Next Last

Save Selected License

Create New License

Cancel

Step 7.2

View your license once it has been added to your list. From the **Application Level** “Action” button you will be able to renew, edit, view, download applications and documents, remove from your list, or delete a started license application.

ASBESTOS Contractor License List

License Number	Contractor Name	License Status	Expiration Date	Actions
AC6100	Asbestos Test	Active	01/11/2020	Actions
AC6200	JJK Asbestos Test Contractor	No Status		Actions

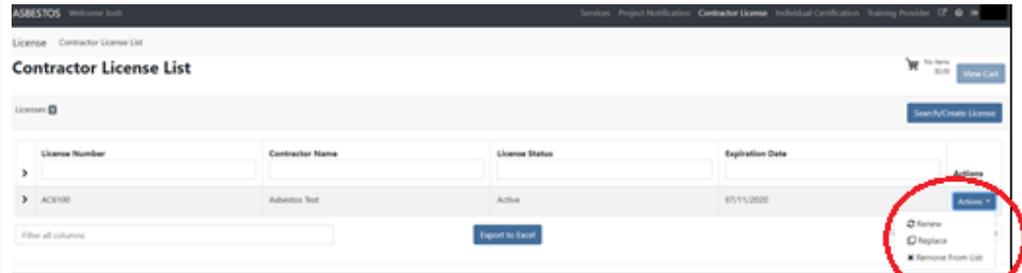
  

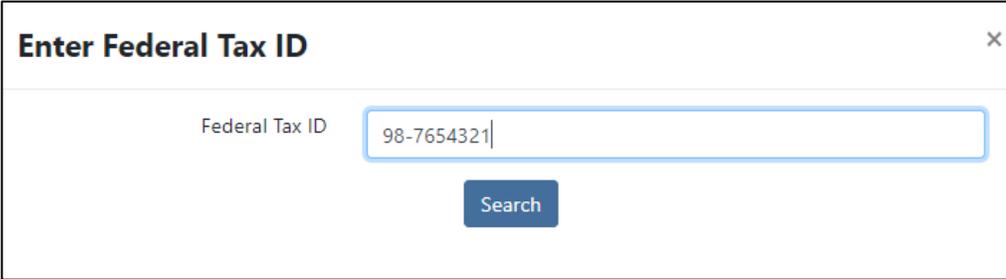
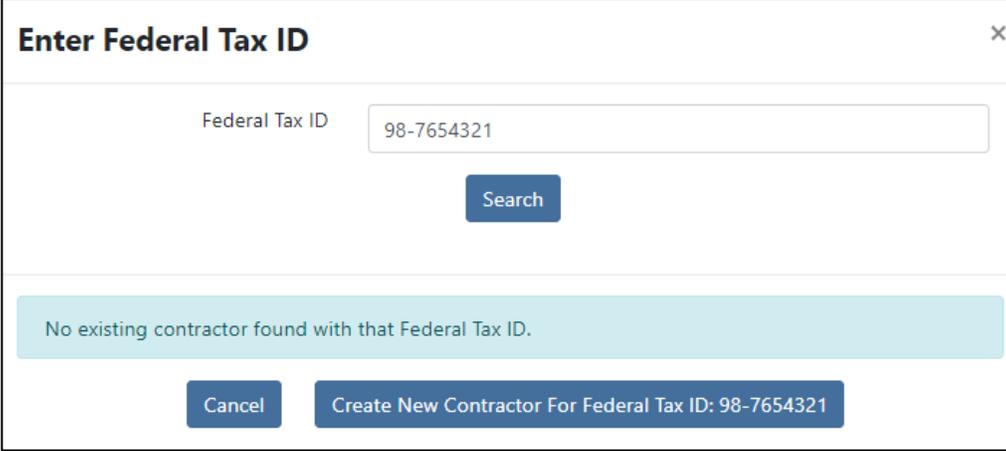
Application ID	Application Type	Date Submitted	Application Status	Issue Date	Expiration Date	Actions
15780	Initial		Pending			Actions

- Edit
- View
- Download Application
- Download Application and Documents
- Delete

Step 7.3

If renewing your license, select “Renew” from the **License Level** “Action” button, proceed to Step 11.



<p>Step 8</p>	<p>Creating a New Contractor License, enter the Federal Tax ID and click the "Search" button.</p>	 <p>The screenshot shows a dialog box titled "Enter Federal Tax ID" with a close button (X) in the top right corner. Below the title bar, there is a label "Federal Tax ID" followed by a text input field containing the value "98-7654321". Below the input field is a blue button labeled "Search".</p>
<p>Step 9</p>	<p>Create a New Contractor by selecting "Create New Contractor For Federal Tax ID: 98-7654321".</p>	 <p>The screenshot shows the same "Enter Federal Tax ID" dialog box. The input field now contains the value "98-7654321" and the "Search" button is disabled. Below the input field, a light blue message box displays the text "No existing contractor found with that Federal Tax ID.". At the bottom of the dialog, there are two buttons: "Cancel" and "Create New Contractor For Federal Tax ID: 98-7654321".</p>

Step 10

At a minimum, complete all required fields and select “Create Contractor And Start New Application”.

**New Contractor**

Federal Tax ID #  
98-7654321

Contractor Name  
Name  
Contractor Name is required

Street Address  
Address  
Street Address is required

Address 2  
Address

City State Zip  
City OH Zip Code  
City is required Zip is required

Cancel Create Contractor And Start New Application

Step 11

Complete all required fields in Section 1.

Tip: You can click on the “Validate” button at the bottom of the page at any time to see what required fields still need to be completed.

You can also click on the “Save” button at the bottom of the screen anytime during this process to save your entered information. You will be able to come back to this information later if needed.

ASBISTON - License List

License # AC000 Federal Tax ID # 12-388148

Note: Electronic payment using a credit card or electronic check must be completed to successfully apply using this online form. More than one application may be added to the "shopping cart" prior to submission of payment.

1. Contractor Name  
J&K Address Test Contractor

Street Address  
123 Test Ave

Address 2  
Address

City State Zip  
Test City OH 43123

Making Address (Same as Contractor Address (1))  
Address  
Making Address is required

Address 2  
Address

City State Zip  
City is required State is required Zip is required

Contact First Name Last Name  
First Name Last Name  
Contact First Name is required Last Name is required

Email Address Business Phone  
Email Business Phone  
Email Address is required Business Phone is required

ZIP First Name Last Name  
ZIP First Name Last Name  
ZIP First Name is required ZIP Last Name is required

Get Contractor Information

Step 12

Section 2 - Select the “Add Business Entity” button to add business entity individuals and click on “Save” once all the required information is completed.

You can click on the “Action” button beside your entry to either “Edit or Delete” the entry.

2. List all business entity owners, partners, and officers' names, titles and the last 4 digits of the social security numbers (SSN)

First Name	Last Name	Title	Last 4 Digits of SSN	Actions
Johnny	Text	President	0000	Action

Filter all columns

Post Previous Next Last

Add Business Entity

Business Entity(s) (if applicable)

First Name:

Last Name:

Title:

Last Four of SSN:

Save Cancel

Step 13

Section 3 - Select the “Add Abatement Specialist” button to add an Abatement Specialist employed by your company.

You can use the 1<sup>st</sup> row to search for your Abatement Specialist from the Ohio EPA active database by name/certification #.

You can use the 2<sup>nd</sup> row to add a name if not found in 1<sup>st</sup> row search (i.e. usually for new contractor and abatement specialist not approved yet).

Click on “Save” once all the required information is completed. You can delete an Abatement Specialist by clicking the “Action” button.

3. List the name(s) and certification number(s) of one or more Ohio certified asbestos hazard abatement specialists employed

Name	Certification Number	Expiration Date	Actions
Johnny Text	AS25899		Action
Richard Huddle	AS2274	11/15/2019	Action

Filter all columns

Post Previous Next Last

Add Abatement Specialist

Abatement Specialist Employee(s)

First Name:

Last Name:

Certification #: AS

First Name:

Last Name:

Expiration Date:

Save Cancel

Abatement Specialist Employee(s)

First Name:

Last Name:

Certification #: AS

Expiration Date:

Save Cancel

3. List the name(s) and certification number(s) of one or more Ohio certified asbestos hazard abatement specialists employed

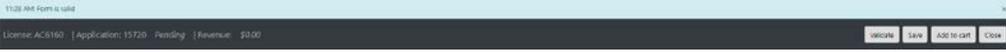
Name	Certification Number	Expiration Date	Actions
Joshua Koch	AS25899	03/05/2019	Action

Filter all columns

Post Previous Next Last

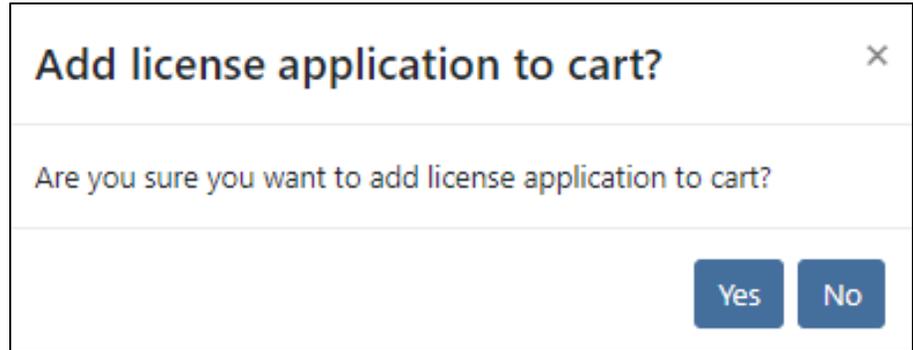
Add Abatement Specialist

<p>Step 14</p>	<p>Section 4 - List all other state asbestos licenses the business holds or has held and their numbers. Select the "Add State License" button. Complete the required information and select "Save"</p> <p>You can click on the "Action" button beside your entry to either "Edit or Delete" the entry.</p>	 
<p>Step 15</p>	<p>Section 5 and 6 – Answer the questions. If you select "Yes" to either question you will be required to upload a document explaining the issue(s).</p>	

<p>Step 16</p>	<p>Sections 7, 8 and 9 – Answer all questions.</p> <p>You are required to upload a document answering the questions.</p> <p>Section 10 – This can be used to upload any additional pertinent documentation.</p> <p>Note: You will be able to select “Remove Attachment” for any added attachment.</p>	
<p>Step 17</p>	<p>Once the application is completed, click on the “Validate” button to make sure that all required fields are completed properly. If a required field is incomplete it will give an error. Next, save your application one last time and click on the “Add to cart” button. Your application will now be added to the cart and ready for checkout.</p>	

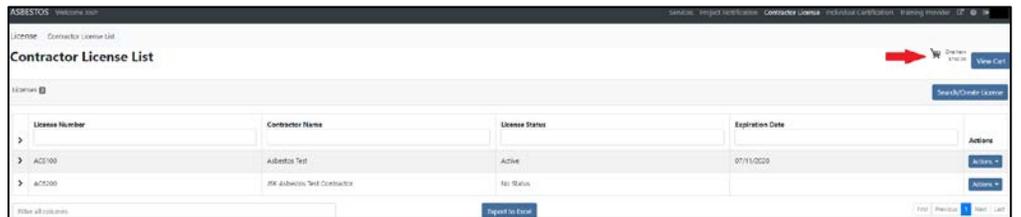
Step 18

After selecting the “Add to cart” button, it will ask if you are sure you want to add license application to cart? Click “Yes”.



Step 19

When you are ready to check out and pay for your contractor license, you can click on the “View Cart” button in the upper right-hand corner.



Step 20

View of items in your shopping cart.

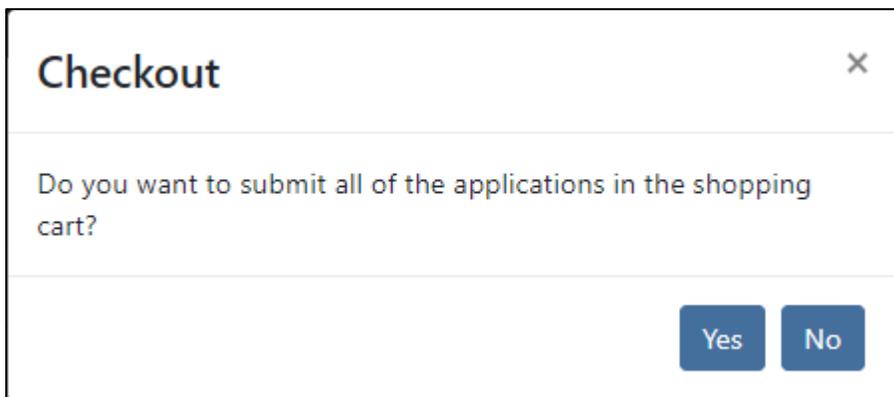
You can also “Remove Item” from your cart by clicking on the blue minus sign or return to your certification list to create or add another certification or license to your cart.

Click on “Checkout” to proceed to the payment process.



Step 21

Click “Yes” to submit all applications in the shopping cart for payment.



Step 22

Select your option for payment type and complete your transaction.



Step 23

Once payment is completed the status of your application will be updated to "Ready for Review".

Other potential application statuses are listed in the table shown.

### Contractor License Application Status Scenario



License Application Scenario	Change to Status
Application is created, but not yet submitted	Pending
Application is submitted, with full payment waiting approval in Revenues	Submitted
Applies to renewals only. Application is submitted more than 60 days from the license expiration date	Hold
The application is submitted, fully paid, and ready for review	Ready for Review
The application failed review due to missing information	Deficient
The application has complete information and passed review	Approved
The license was issued	Issued
The application is more than 45 days in Deficient status	Denial Pending
The application for license is denied. License was not issued	Denied

Step 24

This chart defines the different license statuses.

### Contractor License Status Scenario

License Scenario	Change to Status
The initial license has not yet been approved	No Status
The license has been approved	Active
The license is past its expiration date	Expired
The license is past its expiration date, but an application for renewal was already submitted	Extended
The license is suspended. The license becomes effective at the end of the suspension period	Suspended
The license is revoked and no longer effective. The applicant must submit a renewal application in order to reinstate an approval and expiration cycle for that license	Revoked
The application for a license was denied after the application review	Application Denied

For further information regarding the online licensing process, contact the Ohio EPA Asbestos Licensing Program by email at [asbestoslicensing@epa.ohio.gov](mailto:asbestoslicensing@epa.ohio.gov) or call (614) 644-0226.

For information specific to already submitted asbestos contractor license applications, contact Richard Huddle by email at [asbestos@epa.ohio.gov](mailto:asbestos@epa.ohio.gov) or call (614) 466-0061.